



Work and Family Life Center Resource Center Lending

The Work and Family Life Resource Center collection is available free of charge to all NIH employees. Books, videos, and other circulating materials must be checked out with a circulation card. By applying for and using the WFLC circulation card, you agree to the following conditions:

- ♦ **Only NIH employees are eligible to receive cards.**
- ♦ **Materials are available for a two-week loan period. They can be renewed for an additional two weeks as long as no other patron has placed a hold on the item(s). Please call, e-mail, or stop by the WFLC to renew.**
- ♦ **Renewals can only be made within one week of the due date. Once a resource has been overdue more than a week it cannot be renewed.**
- ♦ **You can borrow up to three items at a time.**
- ♦ **You cannot borrow materials from the collection if you have overdue items out.**
- ♦ **If you do not return an item after the two week loan period has expired, you will receive an e-mail reminder. This will be followed by a telephone reminder.**

We are not able to fine you for overdue materials. Please be considerate of other library users and return loaned items by their due date

DATE:_____

NAME (print):_____

INSTITUTE/CENTER:_____

BUILDING/ROOM NUMBER:_____

WORK PHONE:_____ E-MAIL:_____

I agree to the above guidelines:

SIGNATURE:_____

BAR CODE (OFFICE USE ONLY): _____

Building 31, Room B3C15 | Hours: 8:30 a.m. to 5:00 p.m.,
Monday - Friday | Phone: 301-435-1619 | Fax: 301-480-0606 |
e-mail: wflc@od.nih.gov | web site: <http://wflc.od.nih.gov>